

# TRIPURA GAZETTE

*Published by Authority*  
EXTRAORDINARY ISSUE

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*Agartala, Monday, July 6, 2020 A. D., Asadha 15, 1942 S. E.*

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PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE CHIEF SECRETARY**

No.F. 2(1)CS/MISC/2020

Dated , Agartala, the 27th June, 2020.

**MEMORANDUM**

Subject: Letters / quotations / invoices addressed to Chief Secretary / Secretary  
received in Directorates / Sub-ordinate offices.

It has been seen that some letters / quotations / invoices addressed to Chief Secretary / Secretary of the Department are being received in the Directorates / Subordinate offices without such communications / quotations / invoices being routed through the office of Chief Secretary / Secretary of the Department. Subsequently, such communications are processed without knowledge of the Chief Secretary / Secretary of the Department.

2. To streamline the process, it is directed that the communication received by Directorate / Sub-ordinate offices addressed to Chief Secretary / Secretary shall be put up to the addressee (Chief Secretary / Secretary of the Department) and his direction is sought before taking further action on the same.

  
(Manoj Kumar)  
Chief Secretary

To

- ✓ All Secretaries – in – Charge
- ✓ All Heads of Department